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28 April 1987

MEMORANDUM FOR: Director of Communications

25X1 FROM:

[redacted]
Chief, Management and Plans Branch, OC-MLS

SUBJECT:

Weekly Staff Notes, 19-25 April 1987

1. General:

25X1 a. [redacted] represented the
Office of Communications at the Secretary Speakout '87 in
Atlanta, Georgia, 20-22 April 1987. This symposium was
hosted by Professional Secretaries International. It
consisted of colleagues gathered together to advance the
secretarial profession by discussing selected relevant
issues and then forming a consensus concerning required
actions or appropriate strategies to achieve identified
goals. A Memorandum for the Record will follow on the
agenda and the views of [redacted]

25X1 b. On 21 April [redacted] attended the Directorate of
Administration's first ADP Users Group meeting. A briefing
on the Office of Information Technology (OIT) Customer
Standards Committee was presented, and members received
draft copies of the recently completed OIT Standards
Development for Hardware, Software and Levels of Service.
The DA ADP Users Group was recently formed for the purpose
of facilitating better planning of the data processing
resources within the Directorate.

2. Satellites:

25X1 a. [redacted] attended a MILSATCOM panel mee+
the Pentagon on 21 April. The semi-annual progress c
MILSTAR program was reviewed by the panel prior to
presentation to the C³I Review Council on Friday, 2

Page Denied